

HEADCROWN GROUP PLC
STAFF POLICY

Headcrown Group plc (“the Group”), through its operating subsidiaries, is a leading provider of construction and property management services across the UK. We recognise that our people are our key basis of differentiation in the industry.

We believe providing people with the opportunity to develop and progress within the business is critical and there are no barriers to stop people reaching their full potential in the business. We prefer to promote internally where ever we can.

To allow people to reach their potential, we place great emphasis on the training and development of our staff. We will continue to increase the level of time and resources expended on the development of our people.

In recruiting new people into the business, we look to draw on the best people within our communities regardless of their age, gender, disability, sexual orientation, marital status, religion or belief. We will provide training to our staff, and support where appropriate, to ensure our recruitment processes are fair and non-discriminatory.

We will work with our key stakeholders to address key social issues including local employment, including providing opportunities to long term unemployed individuals, and operating effective apprenticeship programmes where sustainable.

We will not tolerate any harassment and/or bullying of employees by managers and staff, whether on grounds of sex, race, gender reassignment, disability, sexual orientation, age, religious or political belief or for any other reason. This is unacceptable behaviour which the Company will not tolerate. Every employee of the Company has the right to be treated with dignity and respect. Appropriate disciplinary action, which may include dismissal, will be taken against any employee, of whatever seniority, who contravenes this policy.

The Company will not tolerate retaliation against or victimisation of any employee involved in the bringing of a complaint of harassment or bullying under the Company’s procedure. Such retaliation or victimisation will itself constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal.

This Policy is regularly reviewed in order to ensure its continuing suitability. Copies of the Policy are made available to all members of staff.

CARL BRIAN
CHAIRMAN, HEADCROWN GROUP PLC
MAY 2015